Desire2Learn – Student User Guide

Bow Valley College Learners

Desire2Learn

Table of Contents

Technical help

Contact the **BVC Help Desk** 7 days a week from 9:00 a.m. to 9:00 p.m. if you need **technical assistance** using Desire2Learn (D2L).

- Phone: 403-410-1611
- Email: helpdesk@bowvalleycollege.ca
  - Please provide student ID number and name when emailing the Help Desk.

Computer help is also available in the RGO Library and Learning Commons (LLC) Monday to Friday from 8:00 a.m. to 4:00 p.m. Call 403-410-1657 for specific availability or to make an appointment.

How to log in

Complete the following steps to log in to your D2L account:

1. Open your **internet browser**.
2. Type in bowvalleycollege.ca/bvc-login and press **Enter**.

http://bowvalleycollege.ca/bvc-login.html   BVC Login
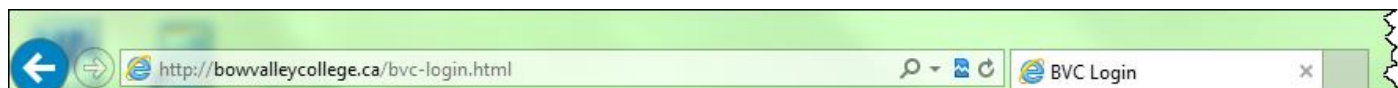
3. Click on the **MyBVC/Desire2Learn LOGIN**.

Desire2Learn
LOGIN

Click on **LOGIN**

4. Type in your **Username** and **Password** in the space provided.
5. Click **Sign in**.

BOW VALLEY COLLEGE

MyBVC Account Login

Username   @mybvc.ca

Password

I forgot my password

Sign In

Type your **Username** and **Password**.

Click **Sign in**.

Your username and a link to create a password will be emailed or mailed by the Office of the Registrar upon acceptance into the program.

Example username: j.smith452@mybvc.ca
Reset password: https://account.mybvc.ca/passwordreset.aspx

If you **did not receive** a username in the mail, click on 'I forgot my password' and follow the instructions on the screen. An email with username and password information will be sent to your personal email.

1

6. Once your MyBVC student portal opens, click on **Access Desire2Learn Here**.

Click **Access Desire2Learn Here** button
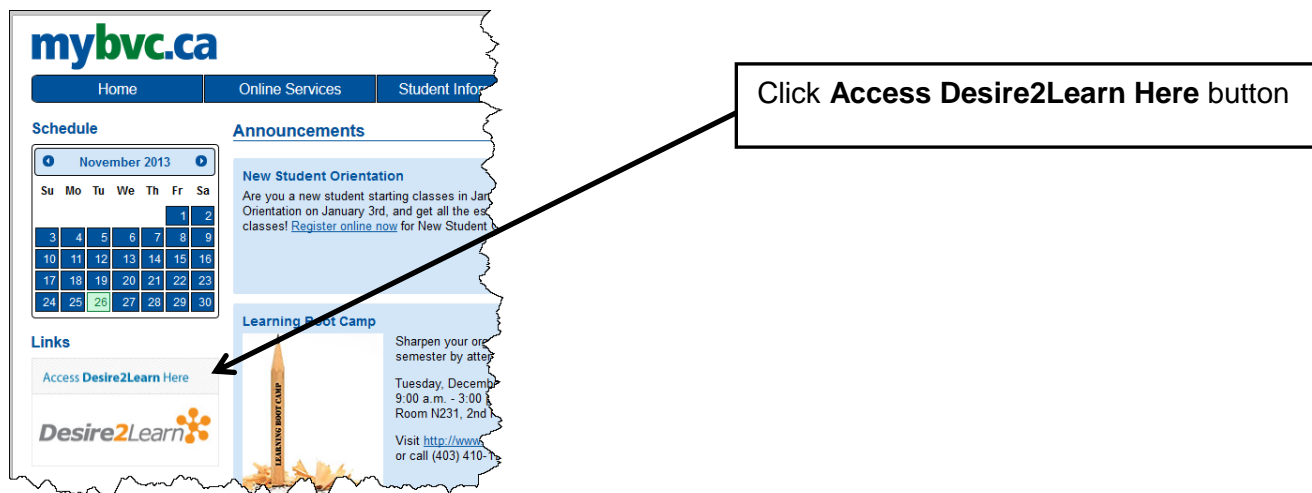
7. You will automatically be taken to your D2L Home Page.

Alternate access to D2L

You can log directly into D2L from website http://d2l.bowvalleycollege.ca with your MyBVC username and password.

Enter your myBVC username and password.

Click **Login.**

{End of Section}

Explore Your D2L Home Page

There may be slight differences between the example home page in this guide and the home page for your account. Titles and available information may vary. This handout is meant as a guide only.

What does a D2L home page look like?

1) Minibar:
This will follow you to every page in D2L. Here you can access your email, profile, change courses and logout.

2) Navbar:
This allows you quick access to your communication and course tools. The navbar is course based; the items accessed from the navbar will be different for each course. On the home page, only communication tools are accessible.

3) My Programs
Here you can access program news, messages, forms and information.

4) My Settings:
Here you can change profile information, update your email, check your progress and save and retrieve files from your locker.

5) News:
Announcements from the college are here. For old messages click on the word **News**.

6) My Courses:
Access courses here. If the **News** is long, scroll down to see your available courses.

Profile pictures will be shared with instructors and classmates. It is a good idea to upload a picture, especially in an online class, but it is **not mandatory**. Any picture used in the D2L profile must comply with the Bow Valley College Student Code of Conduct.

Access your courses – My Courses

You can access your D2L courses in two places. Either click on the course name in the **My Courses** widget on your D2L home page or click on **Select a course** in the home page minibar and click on a course from the menu that opens.

My Courses

Fall

HHC0125: The Importance of Play FALL 2013

HHC0042: Child Development: An Introduction - 13SEPMNTR1

Click on the name of the course to access the course materials and tools.

OR…

My Home > Select a course... ▼

HHC0125: The Importance of Play FALL 2013 - C500202_HHC0125_13_X_MNCM1

HHC0042: Child Development: An Introduction 13SEPMNTR1 - C500201_HHC0042_13SEPMNTR1_FALL

Click on **Select a course** to open a list of available courses.

Click on the name of the course you want to access.

News | ▽

Welcome

Posted Apr 17, 2013 9:29 AM

Welcome Kristina Student to BVC D2L.

{End of Section}

There may be differences between the example course shown and your D2L courses. Titles and available information may vary. This is meant as a guide only.

Explore the course home page

1 ✴ My Home   HHC0125: The Importan... ▽   **2**   ✉ | 📰 | 👁 | Kristina Student ▽

Bow Valley College

2 HHC0125: The Importance of Play FALL 2013

Course **7**   Content   Communication ▽   Assessments ▽ **3**

News | ▽ **4**

Course Map
Posted Oct 6, 2013 7:27 PM
Attached find the course map that identifies the required textbooks and readings, learning objectives and assessment weights.
Attachment(s):
W HHC0125 Course Map.docx (85.95 KB)

Textbook Clarification
Posted Sep 12, 2013 7:42 PM
The following textbooks are the 2 to be used exclusively for this course:

Johnson, James, Christie, James and Wardle, Francis (2004) *Play, Development and Early Education.* Pearson, Allyn, & Bacon

Haig, J., MacMillan, V., & Raikes, G. (2010). *Cites & Sources* 4rd Ed. Toronto: Nelson.

Show All News Items

FOIP
Alberta Freedom of Information and Privacy

The information collected through this course is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act. The information will be used by departmental personnel for the purposes of administering the course, recording grades and compiling statistics. Please also be advised that the Discussion Board will be accessed by departmental personnel. If you have any questions regarding the collection and use of this information, please contact the Bow Valley College Online Learning Administrator at 403-410-1635.

Help for Students **5**
Desire2Learn Help   Open >

Updates **6**
❓ **1** Quizzes Not Atte...

Content Browser | ▽ **7**
🔖 Bookmarks   📑 Recen...
Home
📁 Syllabus   >
📁 Course Material   >
📁 Assessments   >
📁 Glossary   >
📁 Learning Modules   >

Calendar | ▽ **8**
Thursday, Nov 28, 2013   >
Upcoming events   ▽
There are no events to display.

Tasks | ▽ **9**
Add a task...

1) My Home button
Click this button to return to the D2L home page.
2) Course name
The name of the course will appear in two places on the page.
3) Course Navbar
Use the course Navbar to access Content, tools for communication such as discussions and email and assessment tools such as assignment drop boxes, quizzes and grade reports.
4) News
Course news will appear in this section.
5) Help for Students
Find tutorials for using D2L by clicking here.
6) Updates
Notifications appear here. For example, unread discussion message notification, or unread email notification.
7) Content
Any course materials provided will be in this section. This section may appear in two places.
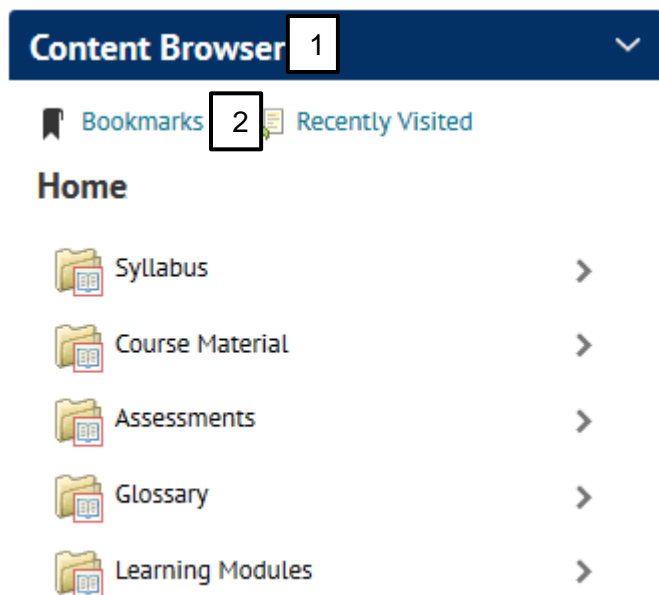**8) Calendar**
Any upcoming events in the course will be listed here.
9) Tasks
Use this to create a to do list.

Content, learning modules and bookmarks

For most D2L courses, the **Content Browser** and **Bookmarks** are where you will find and keep track of your learning modules and course information.
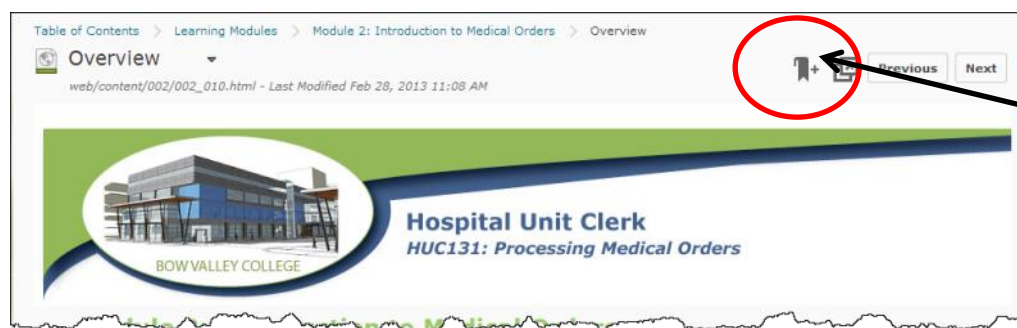
Content Browser 1 ⌄

🔖 Bookmarks 2 📄 Recently Visited

Home

📁 Syllabus   ›

📁 Course Material   ›

📁 Assessments   ›

📁 Glossary   ›

📁 Learning Modules   ›

1) Content:

Click on the word **Content Browser or Content** to access the full **Table of Contents** for the course. Learning modules or course materials will be found here. Click the **Home** button in the **Content Browser** to return to the main list of learning modules for the course and find any bookmarks you have created.

2) Bookmarks:

Use bookmarks in the **Content Browser** to track reading and activities. When you add a bookmark it will be stored until you choose to delete it.

When you open a learning module article it will open full page on the screen. Below is an example of an overview article from a learning module. Bookmark this for follow-up or to mark your place by clicking on the bookmark button (🔖+) at the top of the screen. Click the button again to clear the bookmark.

Table of Contents › Learning Modules › Module 2: Introduction to Medical Orders › Overview

Overview ▾

web/content/002/002_010.html - Last Modified Feb 28, 2013 11:08 AM

🔖+ 📄 Previous | Next

Hospital Unit Clerk

HUC131: Processing Medical Orders

BOW VALLEY COLLEGE

Click the bookmark to save a page. Click it again to remove the bookmark.

Content browser table of contents

Once you click on the **Content browser** button you will be taken to a **Table of Contents** that will list all of the content available in the course.
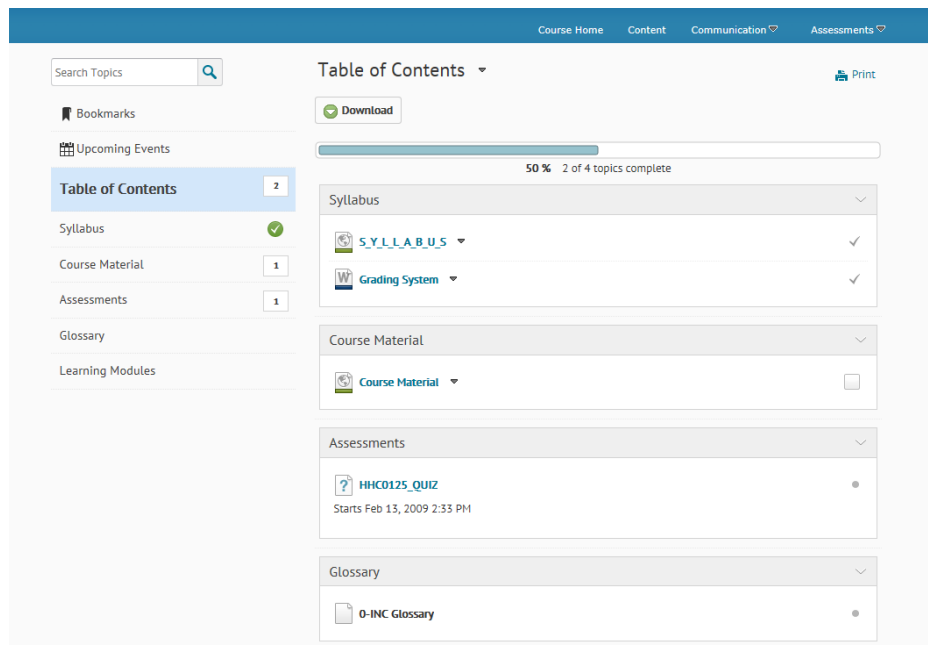
From the **Table of Contents** access any item made available by the instructor in the course.

Click on the category on the left hand side to see the materials available in that category.

Click on the name of the item you want to access on the right hand side and it will open.

Most content can be downloaded or printed if desired.

Printing course items from the Content Browser

Content from the instructor can be either **web content** or **document content**.

1) **Printing web content.**

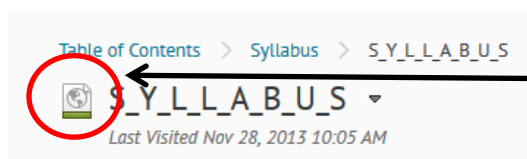   When an instructor provides web content for the course there will be a print button at the bottom of the content item. Click on the button to print the page.
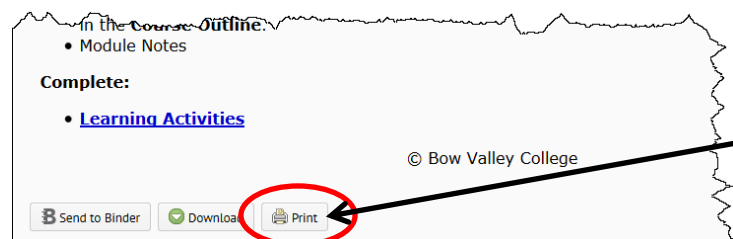
   Click the **Print** button to print the document on the page.

   You know it is web content if you see the green symbol next to the title.

   This symbol next to the title means web content.

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2) **Printing document content.**

When an instructor provides document content you will need to download the document to your computer, open it, and then print. There is no print button on the screen.

There is no **Print** button for document content
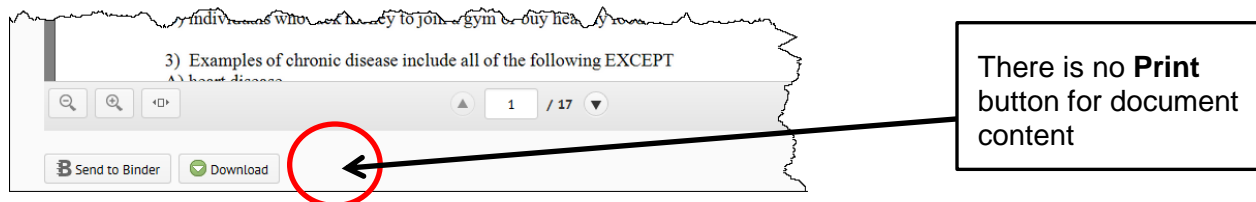
1. First Click Download (located at the bottom of the document on the screen).

Click **Download.**
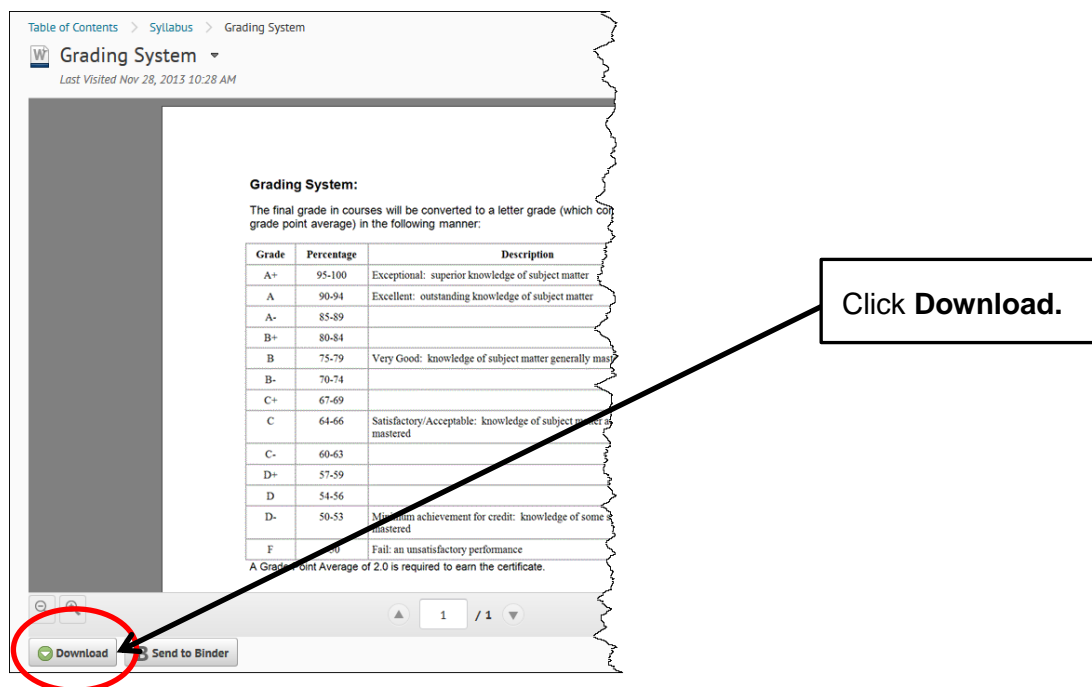
The following steps are for the Internet Explorer web browser:

2. Click **Save** when the option appears at the bottom of the screen.

Do you want to save **DirectFileTopicDownload** (14.5 KB) from **d2l.bowvalleycollege.ca**?   Save ▼   Cancel   ✕

Click **Save**
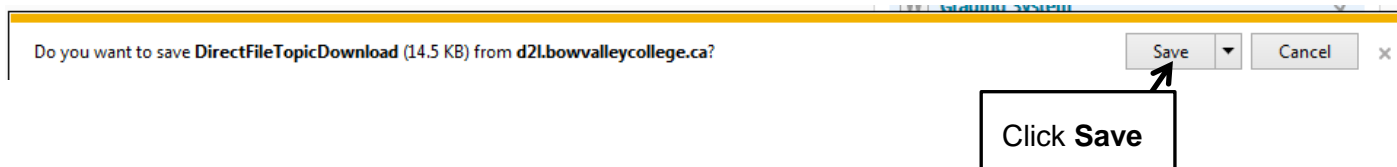
3. Click **Open** when the option appears at the bottom of the screen.

The DirectFileTopicDownload download has completed.   Open ▼   Open folder   View downloads   ✕

Click **Open**

4. Click the **Print** option for the document. This will be different for each type of document. The example below is from a **Word document.**

Click the **Print** button in the document.
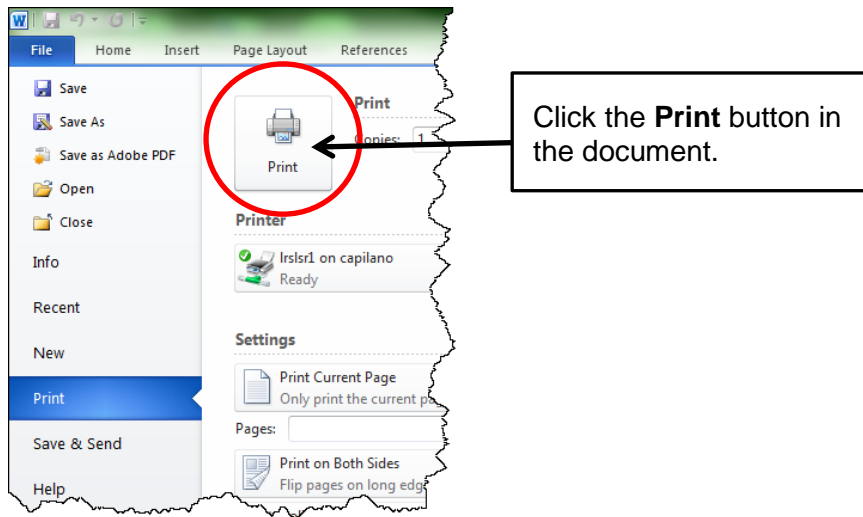
Course tools and menus

All of the course tools and options will be found <u>at the top of the page</u> in the course **Navbar**. Click on the different categories to see the tools available in the course. Tools include discussions, calendar, email, locker (to store files), grades, quizzes, assignments and more.

This is the **Navbar**. Click on the category name to open a menu with a list of tools.

Example menu. Click on the tool you want to use.

{End of Section}

What is D2L email?

Email is D2L allows you to send and receive messages from your instructor and classmates. D2L mail automatically makes all students and instructors sharing the same courses into contacts for quick and easy messaging.

Where do I find the email tool in D2L?

There are many different places to access the email system in D2L. The easiest way to access it is at the top of the screen in the **Minibar**.

Click the **Messages** button in the **Minibar**.
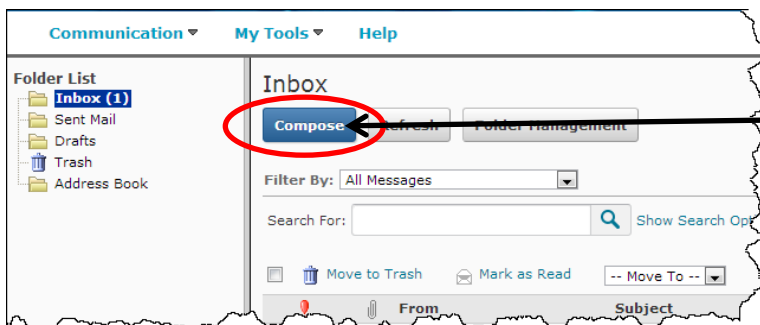

Click on **Go to Email**.

The D2L email tool will open and you can send a message to any student or instructor you share classes with.
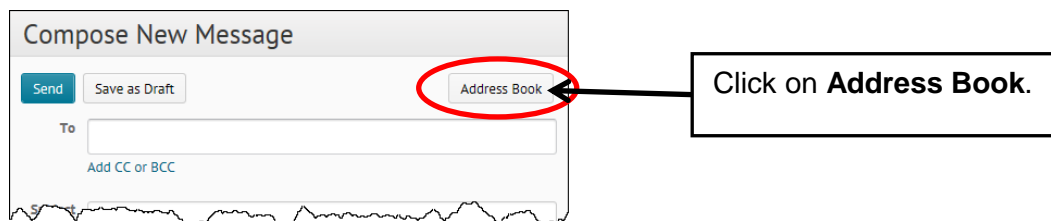
Compose a message

Complete the following steps to send a message from your D2L account:
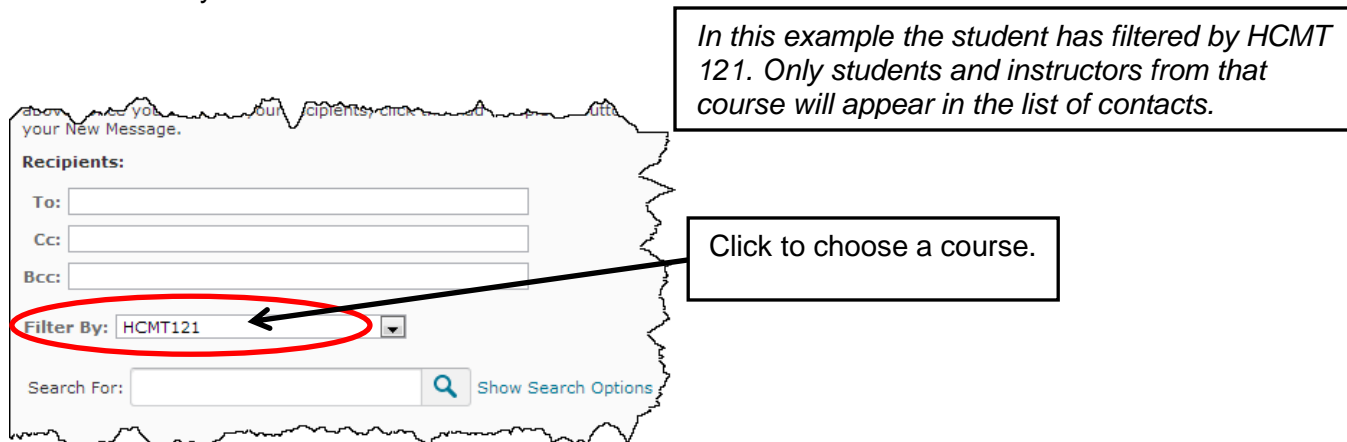
1. Click on **Compose.**

Click on **Compose.**

2. The **Compose New Message** window will open. Click on **Address Book.**

Click on **Address Book**.

3. Shorten the list of contacts by clicking on the **Filter By:** drop down menu and clicking on the class you share with your contact.

In this example the student has filtered by HCMT 121. Only students and instructors from that course will appear in the list of contacts.

Click to choose a course.

4. Click the checkbox next to the person you want to contact and then click **To** at the top of the list.

Click the box beside the name of the person you want to contact and <u>then</u> click **To.**
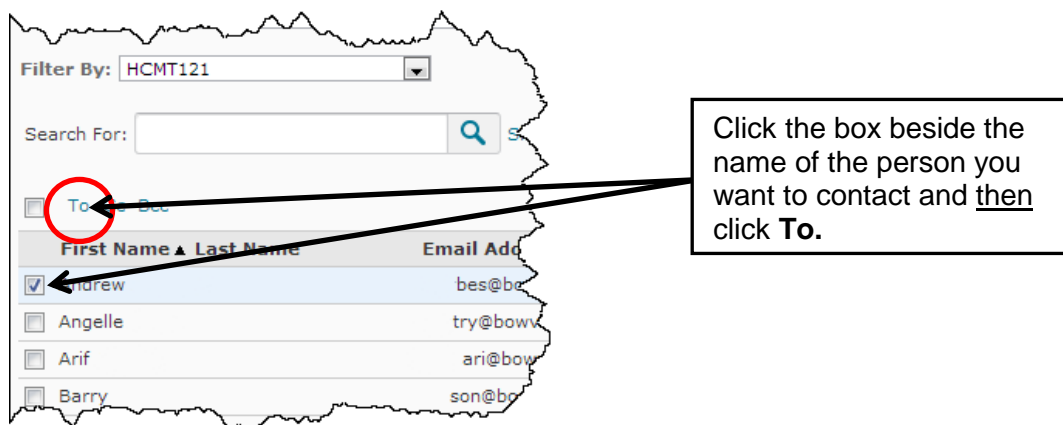
5. Click the **Add Recipients** button located at the bottom of the list of contacts.

Click **Add Recipients.**

11
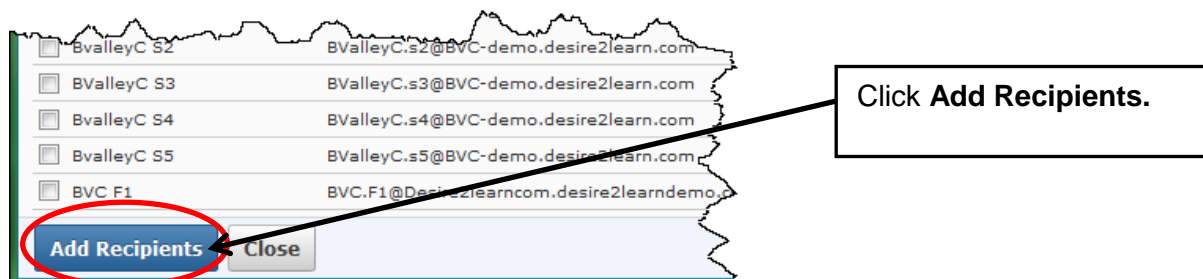
6. Now you are ready to compose your message. Type your subject and message and click **Send** when you are ready.

Type your email subject and message in the boxes provided.

Click **Send.**

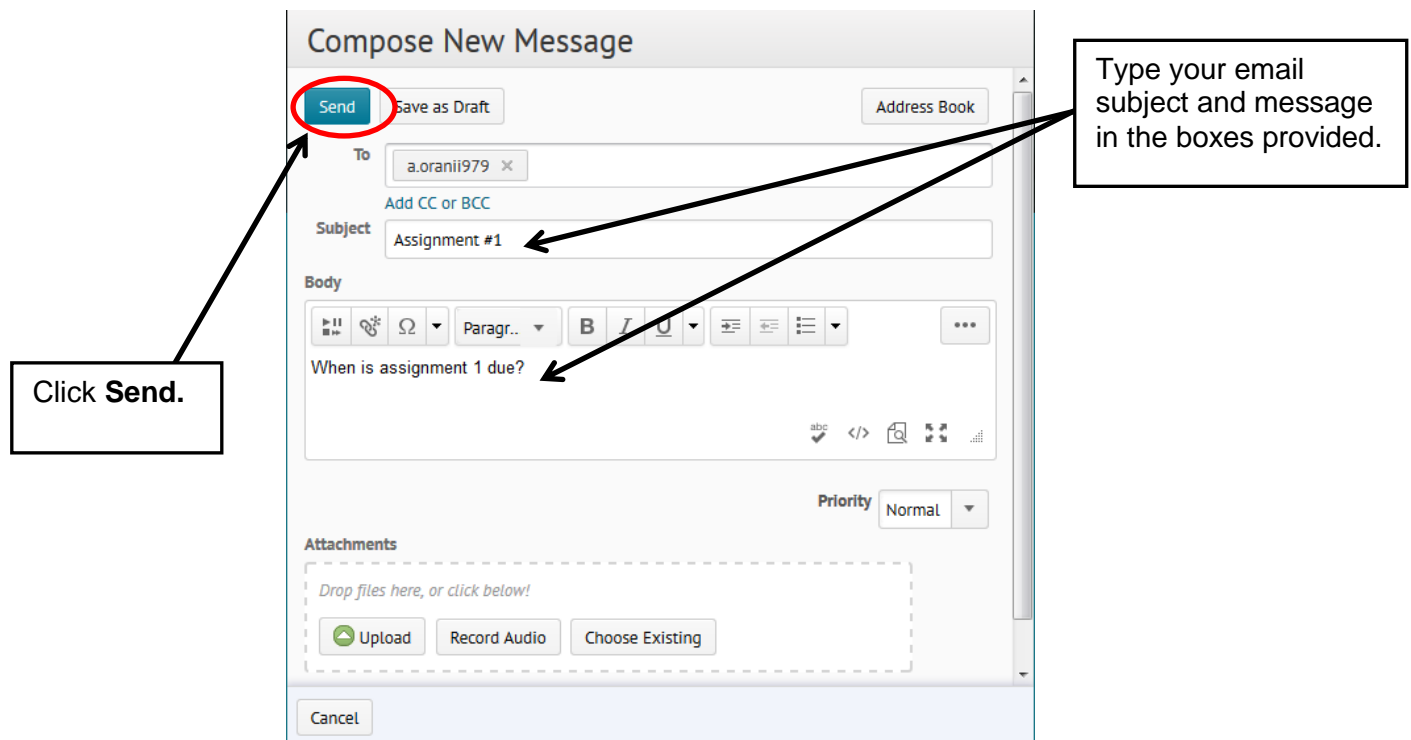D2L mail can only be used to send email to students and instructors you share classes with. **D2L mail can only send mail to D2L, it cannot send messages to external emails and external emails cannot send messages to D2L.**

How do I read a message sent to me in D2L?

Complete the following steps to read a message in D2L:

1. To read email sent to you in D2L, open the **Email Tool** found in the **Minibar**, and then click on **Go to Email**.

2. To open and read the message click on the **Inbox.**

Click **Inbox.**
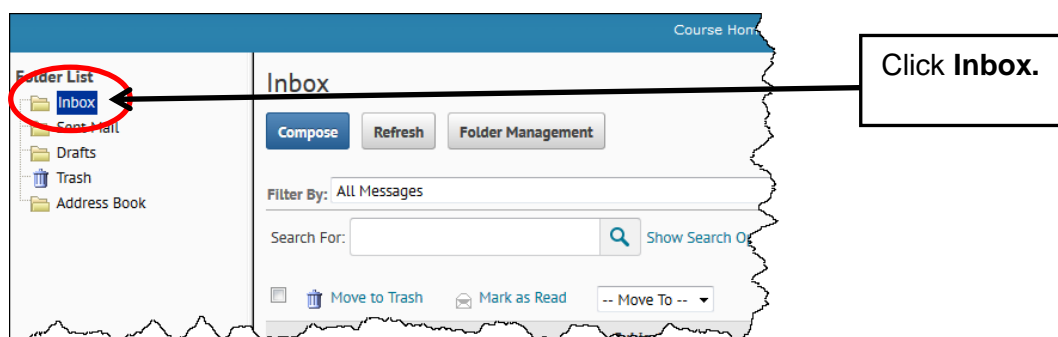
3. Next click on the **Subject** of the message you want to read.

Click on the **Subject** of the message.

4. Click the **Maximize** button on the screen to better view the message.
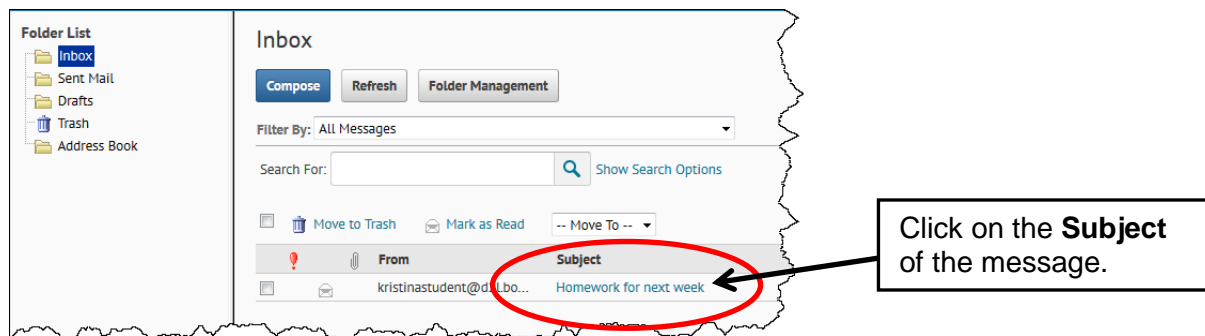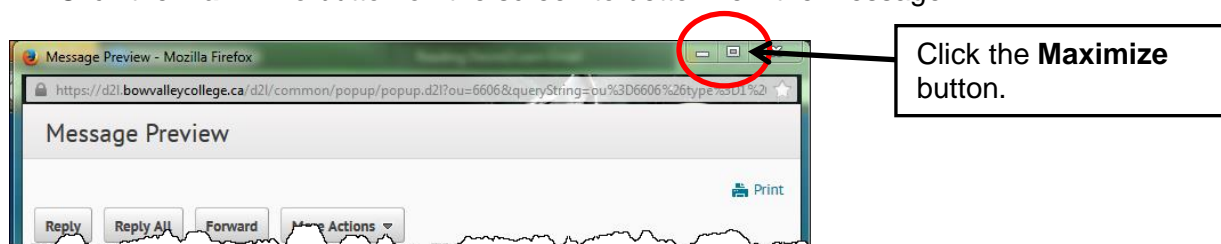

Click the **Maximize** button.

How do I send a file using D2L email?

To send a file to your instructor or to another student, you can attach the file to an email message. Start by opening your D2L email. See instructions on page 10 for more details.
Once your email is open you are ready to send the file.

Complete the following steps to send a file with D2L email.

1. Click the **Compose** button in your email.
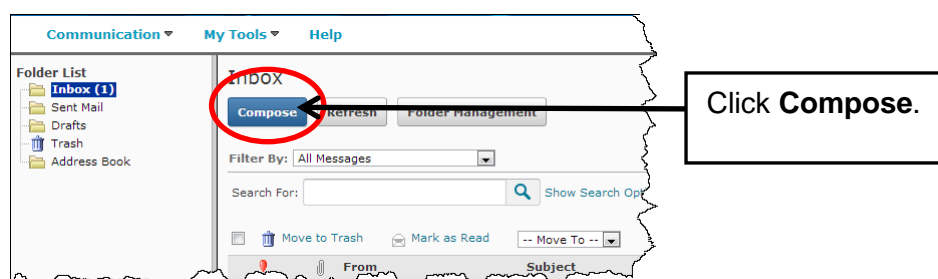
Click **Compose**.

2. Compose your message as you normally would. Fill out the To: and Subject: fields and writing your message. See pages 10-12 for more information on composing a message.

3. Next click on **Upload** located on the bottom left hand side of the **Compose Message** window.
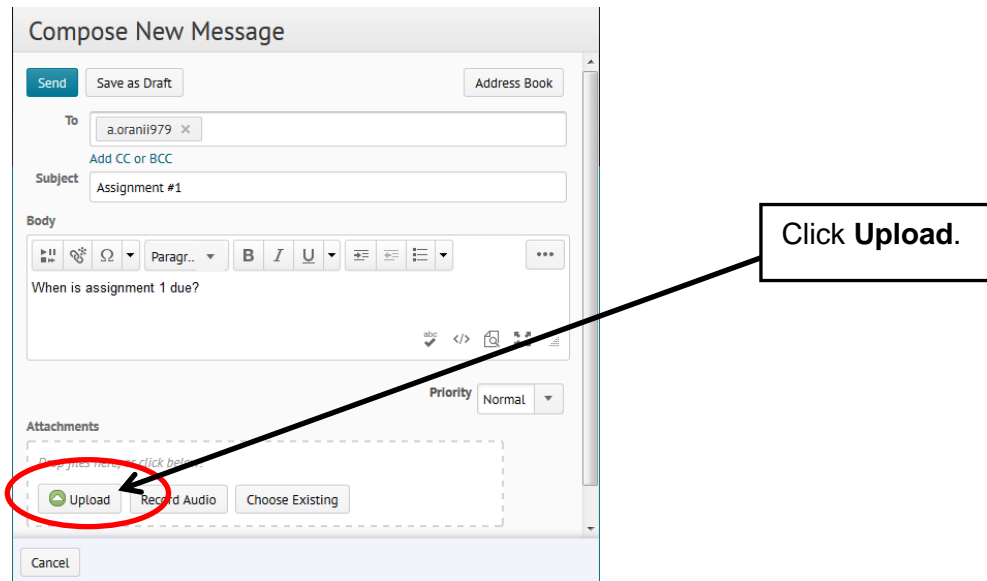
Click **Upload**.

4. Once you click **Upload** the **Choose file to upload** box will open. Locate your file on the computer.

The following steps are for the Internet Explorer web browser.

5. Once you have located the document, click on the file, and then click **Open**.

Click the file.

Then click **Open**.
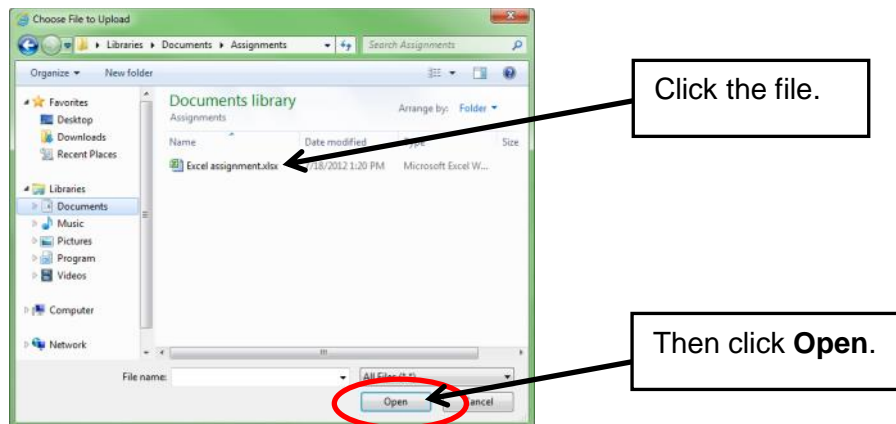
After you click on **Open**, you will be brought back to your email message and your file will be attached. You can now add more files, or complete the message by clicking on **Send**.

{End of Section}

What are D2L Discussions?

Discussions is a place where message threads can be displayed publicly to students and instructors in your class. Discussions are organized by Topics.

When you are taking a class at Bow Valley College, your instructor may ask you post a message thread onto the discussions or reply to various discussions. Everything posted is public to the entire class.

How to post a Discussion message

First enter the course in D2L that the discussion post is for and then complete the following steps.

Complete the following steps to create and post a discussion message thread in D2L.

1. Click on **Communication** in the course **Navbar**.

Click **Communication**.

2. Click on **Discussions** in the menu.
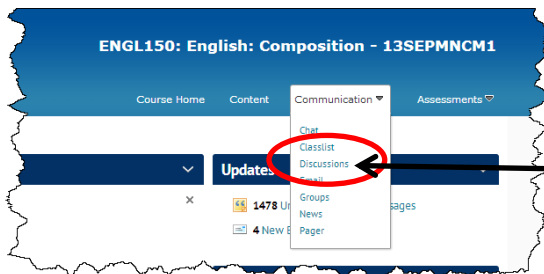
Click **Discussions**.

3. Click on the **Topic** for your post.

Click the **Topic** name to begin.

4. Once the **Topic** has opened, click **Start a New Thread**.
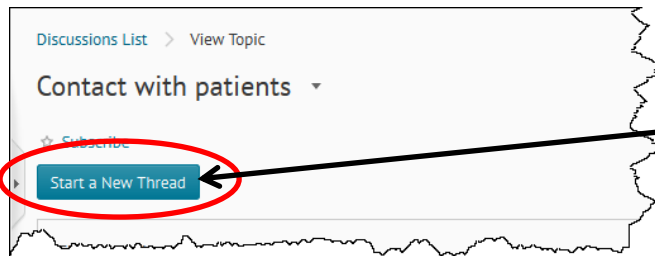
Click **Start a New Thread**.

5. Here type in a Subject and Message. Complete the discussion by clicking **Post**.
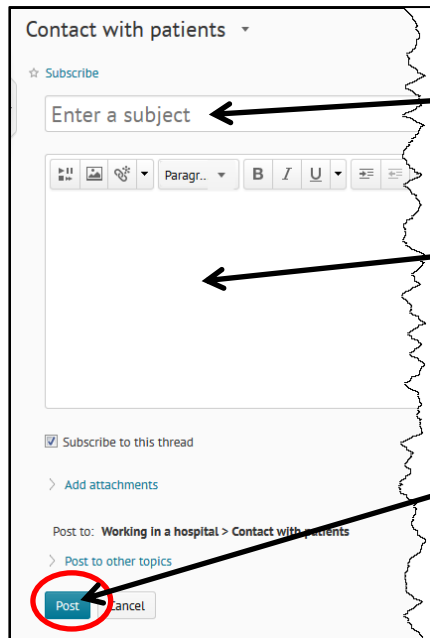
Type a subject.

Type a message.

Click **Post**.

How to reply to a Discussion message thread

To reply to a discussion board posting, first open the course discussions and click on the topic. Please see instructions on page 15 for more details.

Complete the following steps to reply to a discussion post.

1. Once you have clicked on the topic, locate the message that you want to reply to. Click on the **Subject** line for the message.
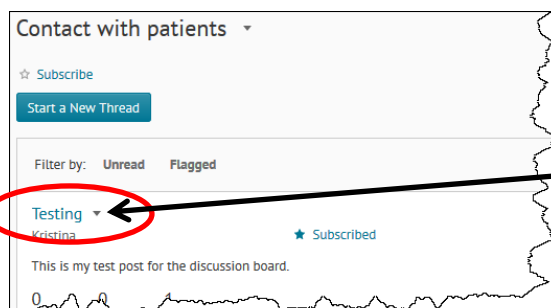
Click the **Subject** of the post you want to read.

2. The message thread will open and display. Click on **Reply to Thread** located on the top left of the message..

Click **Reply to Thread**.
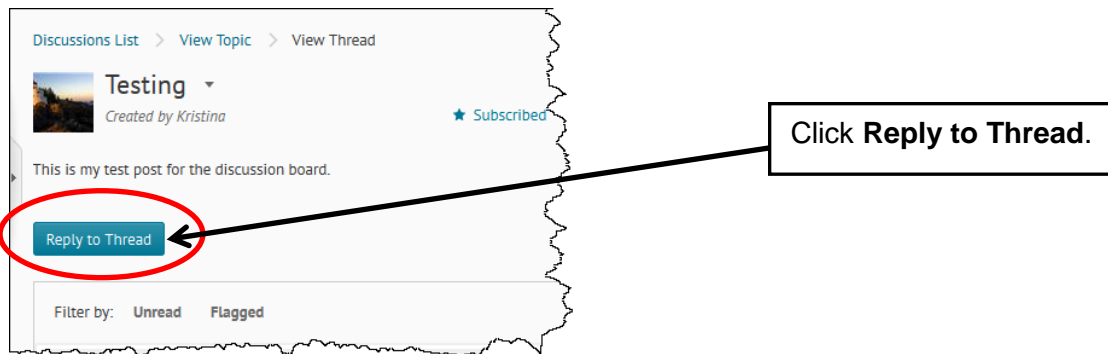
3. Type in the message, and then click **Post** on the left hand side at the bottom of the **Reply** window.

Type your message reply here.
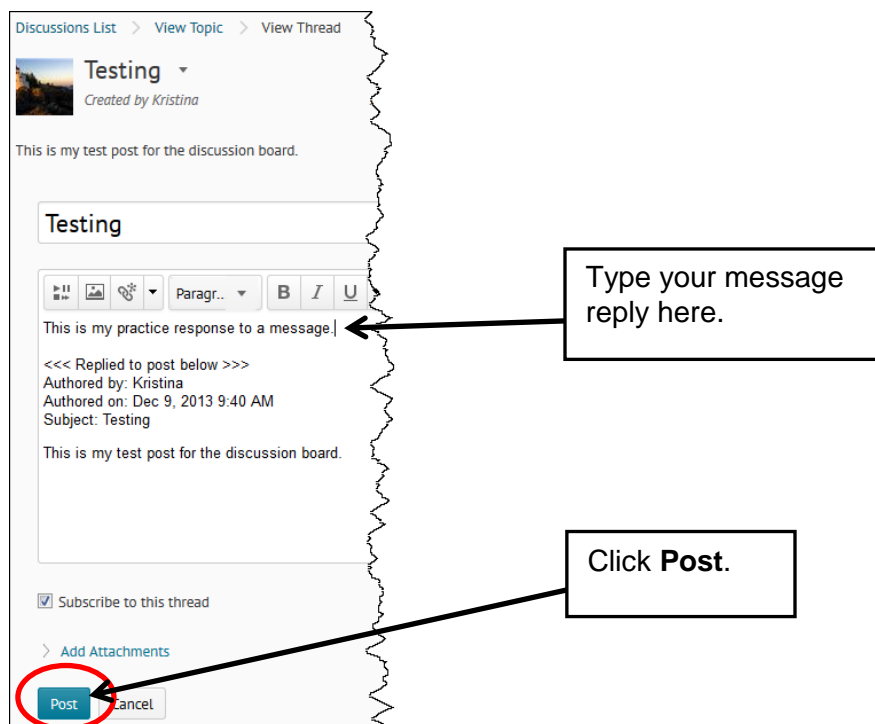
Click **Post**.

4. After you click **Post**, your message will be added to the discussions. The message will now be public and your class will be able to read it.

The reply can be seen here.

{End of Section}

What is the Assignment Tool?

*Please note that the Assignment tool is named **Dropbox** in D2L.

Depending on the course and program you are taking, your instructor may ask you to use the Dropbox tool to send your assignments. The Dropbox tool is another way for you to attach a file and send it to your instructor.

How do I find and use the Dropbox Tool in my D2L course?

There are many different ways to find the Dropbox tool. The easiest way is described below.

Complete the following steps to find and access the assignment Dropbox tool.

1. From the D2L home page click on the name of the course the assignment is in. In the course, click on the **Assessments** menu on the **Navbar**.

HHC0042: Child Development: An Introduction - 13SEPMNTR1

Course Home   Content   Communication ▽   Assessments

Click **Assessments**.

2. In the menu that opens, click on **Dropbox**.

Assessments ▼

Dropbox
Grades
Quizzes
Rubrics
Self Assessments
User Progress
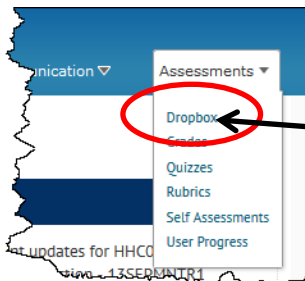
Click **Dropbox**.

3. A screen with a list of available assignments in the course will open. Click on the name of the assignment you want to access.

Dropbox Folders   ❷ Help

[View History]

20 ▼ per page

Folder	Score	Submissions	Feedback	Due Date
No Category				
Mid-term Dropbox Assignment	- / 50	1	-	Aug 30 2013 12:01 PM
Closed Sep 1, 2013 12:01 PM				
Final Assignment	- / -	0	-	

20 ▼ per page

Click on the assignment name.

4. Click on **Add a File** to attach your saved and completed assignment.

Submit Files - Final Assignment

⌄ Hide Folder Information

Folder

Final Assignment

Instructions

Complete this really hard assignment

Submit Files

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File   Record Audio

Comments
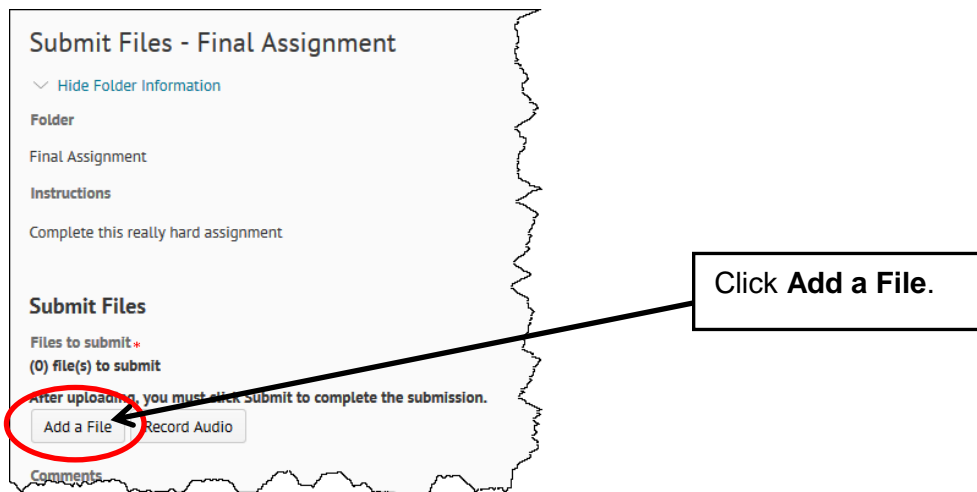
> Click **Add a File**.

5. The **Add a File** window will open. Click **Upload**.

Add a File - D2L Sandbox 105 - Bow Valley College   ✕

My Computer   *Drop files here, or click below!*

My Locker   ⬆ Upload

Group Locker

> Click **Upload**.

6. Once you have uploaded your assignment from your computer click **Add**.

Add a File - D2L Sandbox 105 - Bow Valley College   ✕

My Computer   *Drop files here, or click below!*

My Locker   ⬆ Upload

Group Locker   Excel assignment.xlsx (11.52 KB) ✕

Add

Upload files from your computer.

> Click **Add**.

7. After you click **Add**, you will be brought back to your assignment page. Your file will be attached. Click **Submit** to complete the process.

Add a File   Record Audio

Excel assignment.xlsx (11.52 KB) ✗
Source: My Computer

Comments

▶‖ 🖼 ✎ ▾   Paragr... ▾   •••

abc </> 🔍 ⛶

Submit

> Assignment is attached here.

> Click **Submit**.
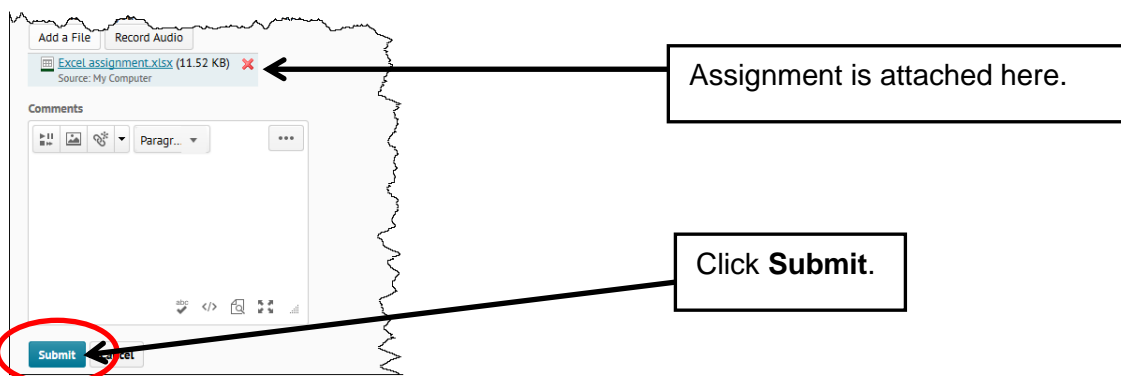
{End of Section}
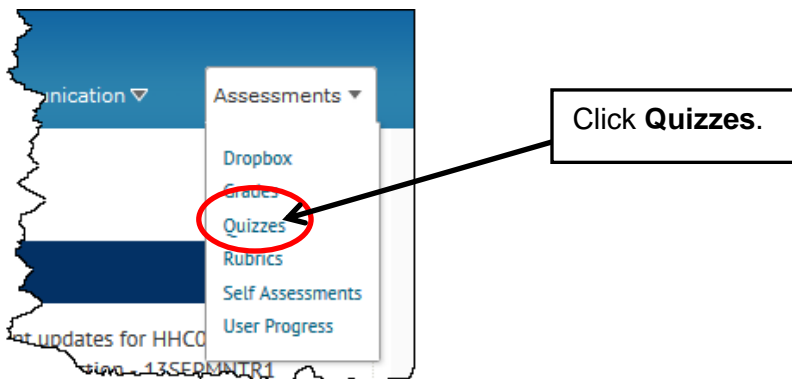
Where are quizzes and tests located in D2L?

There are many different ways to access your quizzes in D2L. The easiest way is using the course **Navbar**.

To find quizzes, click on the name of the course from your D2L home page.

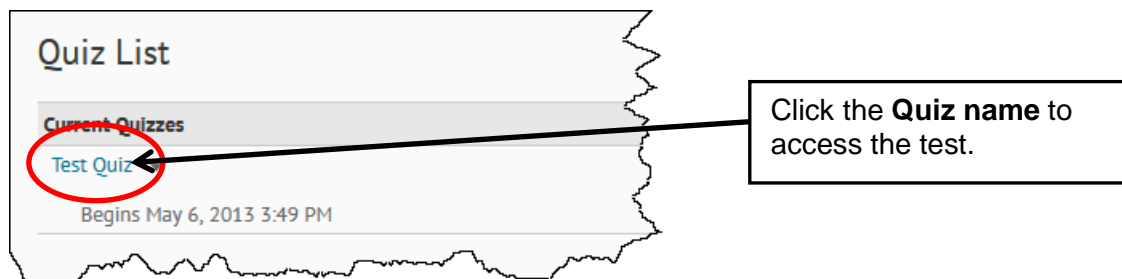Next click on the **Assessments** menu on the course **Navbar**.

HHC0042: Child Development: An Introduction - 13SEPMNTR1

Course Home   Content   Communication ▽   Assessments

Click **Assessments**.

Click on the **Quizzes** button in the menu.

...nication ▽   Assessments ▼

Dropbox
Grades
Quizzes
Rubrics
Self Assessments
User Progress

...updates for HHC0...
...tion - 13SEPMNTR1

Click **Quizzes**.

This will open a list of available quizzes in the course.

Click on the name of the quiz you want to write.

Quiz List

Current Quizzes

Test Quiz

Begins May 6, 2013 3:49 PM

Click the **Quiz name** to access the test.

How do I access and write a D2L quiz?

Complete the following steps to find and write your D2L quiz.

1. Go to the course that the quiz is in and click on the **Assessments** menu.

2. Click on **Quizzes** and click on the name of the quiz you are ready to write. Please see page 20 in this menu for more detailed instructions for finding quizzes.

3. Read the instructions for the quiz then click **Start Quiz** located at the bottom of the screen.

Quiz Details

Current Time
10:51 AM   Update

Current User
Kristina Douey (username: kdouey)

Quiz Period
Begins May 6, 2013 3:49 PM

Time Allowed
unlimited (estimated time required: 2:00:00)

Read quiz information and instructions.

Attempts
Allowed - unlimited, Completed - 1

Instructions

Note: All restrictions on the availability of this quiz have been bypassed for this preview. You can "Save" your response to each question as you work through the quiz. When you navigate page will be automatically saved.

Before you submit the quiz, you will have the opportunity to return to questions that you may You can submit your quiz responses at any time.

When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 2.

Note: Your quiz may take a few minutes to be set up.

The timer will not begin until after the set up process is finished.

Click **Start Quiz**.

Start Quiz!

4. Click **OK** when the confirmation opens.

Confirmation

The quiz you are about to begin may take a few minutes to load.

The timer will not begin until after the set up process is finished.

Click OK to start your quiz or click Cancel if you do not wish to start it now.

Click **OK**.
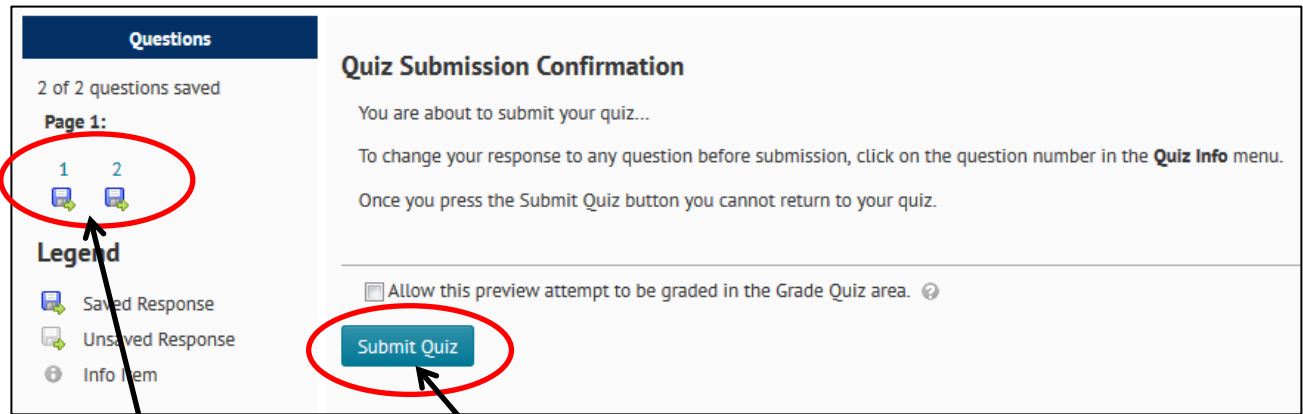
OK   Cancel

5. The quiz window will open.

6. Click the question number on the left hand side to go to the different questions.

7. Click the box for multiple choice questions and type in the box for written response questions.

8. Click **Save** after answering a question.

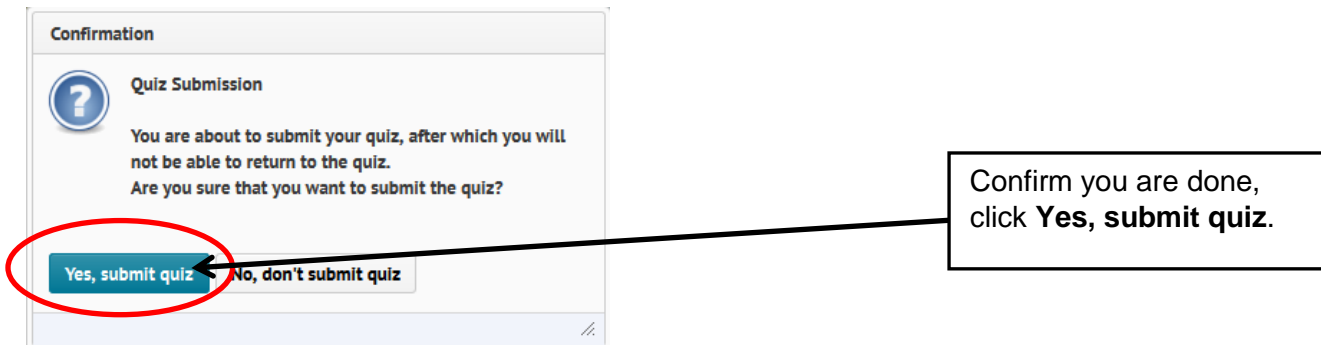9. Click **Go to Submit Quiz** when every question has been answered.

10. Click on **Submit Quiz** if you are ready to hand in the quiz. To go back, click the question number you want to go back to and click **Submit Quiz** after you are done your review.

Click a question number if you want to **go back** to the quiz.

Click **Submit Quiz** to hand in the quiz.

11. Click **Yes, submit quiz** to confirm.

Confirm you are done, click **Yes, submit quiz**.

12. Your quiz will be handed in to your instructor. You **MAY** or may not be able to see your grade immediately and review the quiz answers. This depends on how the instructor has made the quiz.

{End of Section}

How can I check my grades in D2L?

When an instructor places a new grade in D2L, you will receive instant notification on your **Minibar**. A red dot will appear in your notifications to let you know something new is available.

Click the red notification to read it.

When you click the notification you will be able to read it. If it is a grade, it will be posted inside the notification. Click the grade to see the entire gradebook for the course.

"Mid Term Test" updated. Your grade is: A+
Grade Updated - D2L Sandbox 105   1:43 PM
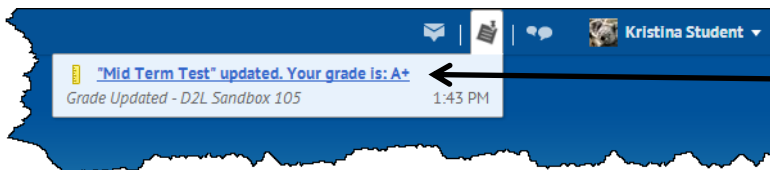
Click the grade to go to the grade book for the course.

The image below represents an example of a grade book for a D2L course.

Grades

Grade Items

Grade Item	Points	Grade	Feedback
Discussions			
Week One Discussion	- / 5	-	
Assignments			
Mid-Term Dropbox Assignment	48 / 50	A+	Individual Feedback:
			Excellent work!
			Please see my comments attach
Tests			
Mid Term Test	100 / 100	A+	

## How do I check my grades for all of my courses?

You can access all of your course gradebooks at once by going to your D2L Home Page and clicking on **View my progress** in the My Settings area of the page.

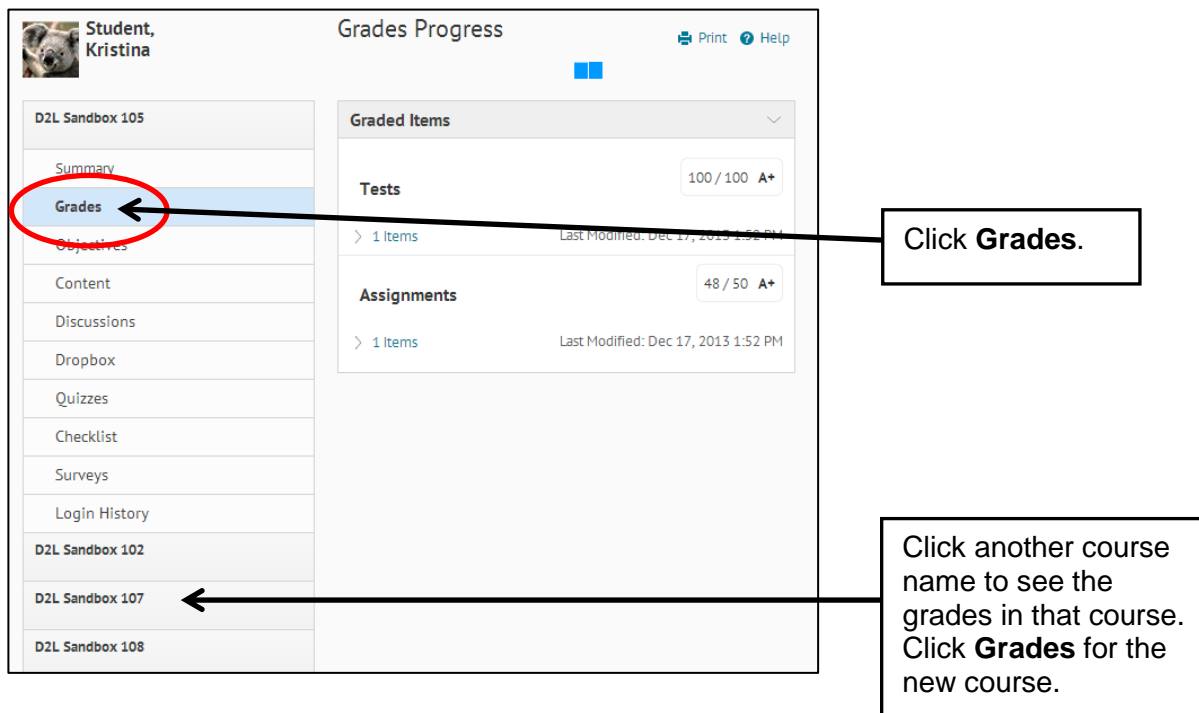Complete the following steps to check your grades for all courses.

1. Click on **My Home** in the **Minibar** to return to your D2L home page.

Click **My Home**.

2. Click on **View my progress** in the My Settings section.

Click **View my progress.**
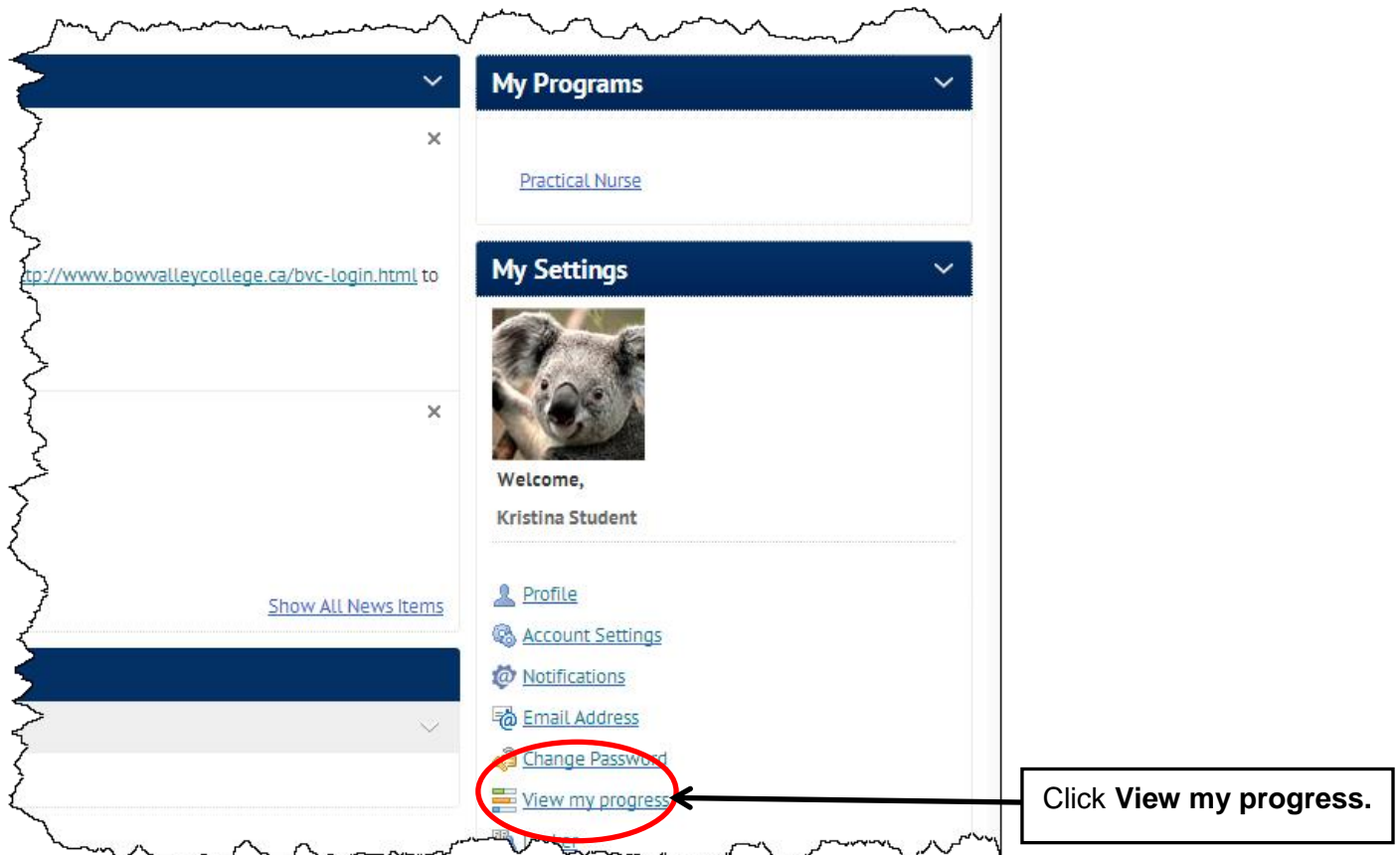
3. A D2L progress window will open. Click on the course you want to check your grades in and then click **Grades**.

Click **Grades**.

Click another course name to see the grades in that course. Click **Grades** for the new course.

{End of Section}